

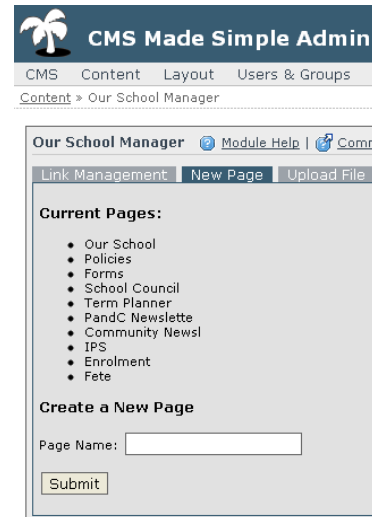
## Adding the Our School Manager Module to a page

This is to create a list (dot points) of PDF document links on a page.

### Creating the new page

The new page list needs to be created in Our School Manager

1. Click on **Content**
2. Click on **Our School Manager**
3. Select the **tab – 'New Page'**
4. Type in the page name
5. Click **Submit**
6. This will take you back to the Link Management Tab



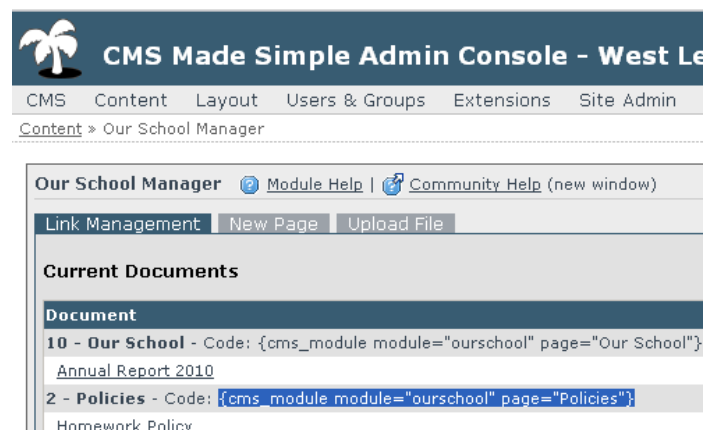
### Copying the code into the pages module

You need to put the code of the new page that you have created into your page in the pages module

1. Stay in the Our School Manager

In the **Link Management** tab, **Highlight** the whole of the code (including the {curly brackets})

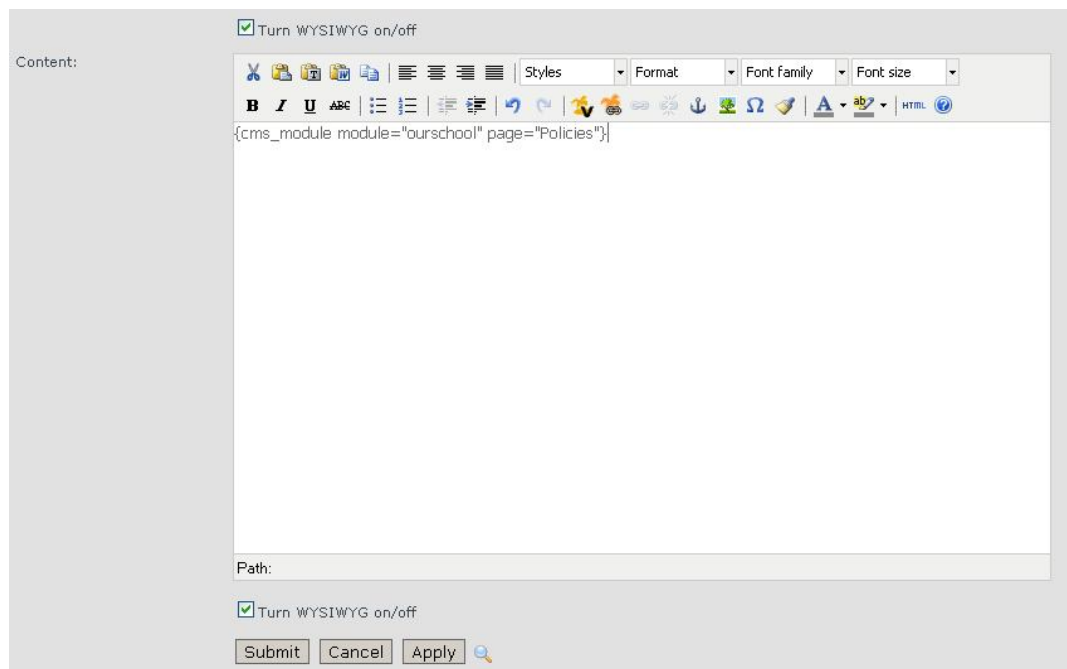
2. **Copy** (either right click and copy OR Ctrl C)



## Pasting the code into the pages module

1. Click **Content**
2. Click **Pages**
3. Click the **name of the page** you want to your list to be in
4. In the content area, **paste the code**
5. Click **Submit**

Note: you can add type or images above or below the code, to create type or images above or below the list of PDF's (eg: if you want to have an introductory paragraph).



The screenshot shows a content editor interface. At the top, there is a checkbox labeled "Turn WYSIWYG on/off" which is checked. Below this is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), lists, links, and other editing functions. The main content area is a large text box containing the code: `{cms_module module="ourschool" page="Policies"}`. Below the content area is a "Path:" label and another "Turn WYSIWYG on/off" checkbox, which is also checked. At the bottom of the editor are three buttons: "Submit", "Cancel", and "Apply".